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CHAPTER 1

TASK ORDER INITIATION

1.1 OVERVIEW

The Divisions establish IDIQ contracts to obtain specific, specialty and repetitive-type services on short notice from A/E consultants. Most task orders are firm fixed price (FFP), but when feasible, Divisions may use cost plus fixed fee (CPFF), labor hour (LH), time and materials (TM), or other types of task orders. Divisions generally have set timelines for awarding these task orders.

This chapter covers everything required to issue the Request for Proposals (RFP) to an A/E consultant under an IDIQ contract with the Division, including forms and examples of required documentation during the process. The areas described include consultant selection, the Statement of Work (SOW), the Independent Government Estimate (IGE), funding documentation and RFP issuance. The A/E contractor's proposal submittal then initiates the negotiation process described in Chapter 2.

Task Order Types:

- Firm Fixed Price (FFP): This type of order is used when the work (level of effort) is well defined. The consultant is expected to deliver the product at the established price. If the effort actually takes less hours than stated, the consultant still gets the full amount. If the work takes more hours, the consultant still gets only the amount of the task order. The consultant has the higher risk.

- Labor Hour (LH)/Time and Materials (TM): These types of task orders pay the contractor for an estimated or a not-to-exceed amount of effort. This type of task order can be issued unilaterally and normally does not require negotiations. Additional time may be added by unilateral modification. Once completed, excess funds (hours) must be removed by a bilateral modification. The consultant and the government share the risk.

- Cost Plus Fixed Fee (CPFF): This type of order is used primarily for research and development type of work, requires substantially more effort to administer, and requires a Contracting officer determination for use. The order contains a Cost Ceiling and Fixed Fee that is negotiated with the consultant. The consultant receives the full fixed fee even if the project fails to be completed through no fault of the consultant. The fixed fee is not established using a percentage of the cost but must not exceed 6 percent of the construction value. If the scope remains the same and the cost ceiling is increased, the fee remains unchanged. All of the risk is on the government.

When considering an order other than FFP, consult with your acquisitions staff.

1.2 CONSULTANT SELECTION

The Western Federal Lands Highway Division (WFLHD) does not have a formal process for selecting an A/E firm for projects.

The Contracting Officer's Technical Representative (COTR) and DOE discuss the proposed project with the Contracts section and examine the proposed contractor's capabilities. For dispersion of work, these personnel also review the spreadsheet reflecting the task order awards to each WFLHD contractor.

The Division considers performance information by exception. The Contracting Officer (CO) and A/E Coordinator are made aware of any existing contractor performance problems.

In addition, when making selections, the COTR and DOE consider the location of the firm and its subcontractors.

1.3 STATEMENT OF WORK

The Program Office identifies project-specific needs or requirements and makes the determination either to acquire the services or property through in-house assets or to contract with a commercial firm. The Statement of Work (SOW) defines the specific requirements of the task order, identifies the period of performance for the work and the deliverables that the firm must provide. Typically, the COTR and/or the Program Office develops and generates the SOW (see Exhibit 1.3-A and Exhibit 1.3-B), which may require numerous iterations as well as coordination with technical functional areas, including input from Acquisitions. The COTR should insure that the appropriate CFT members and WFLHD technical specialists review and edit (and in some cases provide) the portions of the SOW dealing with their own technical areas. After the input from specialists and others is incorporated into the SOW, the SOW becomes part of the procurement package that the COTR provides to the Acquisition Team.

A link is provided in Section 1.3.1 to the "SOW Full Scope" template, for viewing or downloading. This SOW template can be edited and used for projects with Categorical Exclusion, EA or EIS type NEPA documents, and either 3R or 4R projects. Editing instructions are contained in the template.

In most cases the SOW must also include Appendices A, B, and C, which must be attached to, and become part of, the SOW. It may be necessary to edit Appendices A, B, and C to fit the tasks included in a particular SOW.

Various forms and documents furnished by our office to the A/E firm, need to be listed in the **GOVERNMENT FURNISHED MATERIALS AND SERVICES** section of the SOW, and in Appendix A of the SOW. A sample list of these items is included in the SOW Full Scope example linked to in Section 1.3.1 below. Many of these forms can also be linked to directly in Section 1.3.1 below,

During negotiations, the COTR and/or Program Office may need to revise the SOW based on requirements or funding. The final negotiated SOW becomes part of the task order and may not be modified except through formal procedures initiated by the CO. Any modifications to the SOW must follow the steps identified in the RFP.

On some projects, only one or two specialized functions or types of work will be outsourced to an A/E firm. This will require specialized SOW's dealing with that particular type of work. To view or download specialized SOW examples, use these links:

- SOW Geotechnical, Exhibit 1.3-A.
- SOW Survey, Exhibit 1.3-B.

1.3.1 Forms and Templates

To view or download a template SOW, use the following link:

- SOW Full Scope (includes geotechnical, survey, environmental, design, etc.).

To view or download the SOW forms and templates, use the links below:

- Highway Design Standards Form.
- Progress Report.
- Project Checklist Form.
- Project Scope Checklist Template.
- Quality Control Checklist.

To view or download the standard SOW appendices, use the links below:

- Appendix A – Technical Standards and Guidelines (metric).
- Appendix A – Technical Standards and Guidelines (US Customary).
- Appendix B – General Procedures and Guidelines (metric).
- Appendix B – General Procedures and Guidelines (US Customary).
- Appendix C – Description of Submittals and Deliverables (metric).
- Appendix C – Description of Submittals and Deliverables (US Customary).

Exhibit 1.3-A SOW GEOTECHNICAL

Task Order No. 0X-XXXXX
IDIQ Contract No. DTFH70-0X-D-000XX
Project Name

The Federal Highway Administration (FHWA) is requesting a proposal from xxxxxx, Inc. for Geotechnical Explorations at XXXXXXXXXXXXX National Park as described below.

PROJECT DESCRIPTION AND PURPOSE

The Federal Highway Administration is proposing to rehabilitate a 6 km section of xxxxxxxxx State Route xxx (Park Route xx) from xxxxxx Creek to xxxx Pass, as shown on the Vicinity Map. The proposed rehabilitation involves resurfacing, minor grade revisions, subexcavations, masonry retaining wall repair, and roadway shoulder stabilization. Geotechnical explorations are required to define the existing pavement structure and subgrade soils and characterize conditions at areas of minor slumps and slides that are causing shoulder distress. FHWA geotechnical engineers and designers will use exploration information to design the pavement overlay and stabilization structures.

SCOPE OF WORK

Provide equipment and personnel to perform the explorations outlined below. Prepare a report that presents the results of the explorations and provide the deliverable items described herein.

The Geotechnical Consultant shall provide all necessary drilling equipment, operators, field support, and flagging services to complete the subsurface explorations. The Geotechnical Consultant shall provide a qualified and experienced inspector for the logging of all explorations. The inspector shall be a geologist, engineering geologist, or geotechnical engineer with experience in remote locations and rock core logging. The inspector shall be responsible for logging the borings and coordinating the driller and flaggers required for the explorations. The field location of explorations, proposed depths, types of sampling and sampling interval will be as described later in this SOW or as otherwise agreed to by representatives of the FHWA and the Geotechnical Consultant.

Traffic control will only be required if the road is open to the public. Usually, the road is opened to public traffic near the end of May. However, it is anticipated that the road may be opened to public traffic early this year. Cost estimates should include flagging services.

The Geotechnical Consultant is responsible for the transmittal of rock core and soil samples to the FHWA office in Vancouver, WA. Project explorations will commence at the direction of the FHWA in coordination with the Geotechnical Consultant.

LABORATORY TESTING OF SAMPLES

The testing of soil and rock samples obtained during the geotechnical explorations will be

Exhibit 1.3-A SOW GEOTECHNICAL
(Continued)

performed by the FHWA. Laboratory testing shall include index tests for classification and correlation purposes. Test results will be provided to the Geotechnical Consultant in order to assist in boring log preparation. Provide a completed FHWA laboratory test form tabulating the requested laboratory tests. Allow six weeks for laboratory testing.

TASK 1 - EXPLORATIONS

Final boring logs shall be in a graphical format acceptable to the COTR.

Borings:

Overburden Materials: Advance borings in overburden material with a hollow stem auger to refusal or to the bottom depth of the boring. The drill inspector shall: 1) record a log of conditions and materials encountered at each boring; 2) obtain Standard Penetration Tests (SPT's) at 1.5 m intervals; 3) place SPT samples in air-tight plastic baggies or glass jars; and, 4) label each sample using water-proof ink with the project name, boring number, sample number and depth, and blow count per 150 mm increment.

Bedrock or dense, un-augerable materials: Advance borings in material that cannot be augered using wire-line core drilling techniques to the bottom depth of the boring (HQ-3 core is preferred, NQ is acceptable). The drill inspector shall: 1) record a log of the core drilling; 2) place recovered core samples in water resistant cardboard or corrugated plastic core boxes labeled with the project name, boring number, station and offset, depth interval, and box number; 3) separate core runs with blocks which identify the run number and depth; 4) take color photographs of the core in boxes; and 5) secure core boxes with fiberglass reinforced tape. Deliver core boxes to the FHWA Vancouver, WA office.

Subgrade Sampling:

The drill inspector is responsible for obtaining subgrade samples in accordance with the following method: Sampling shall begin by carefully augering through the pavement, if present, without disturbing the underlying base rock and hand excavating the pavement material to the top of the base rock. Loosen base rock with auger without mixing with underlying materials. Hand-excavate and place all base rock into sample bag(s). Hand-clean the base of hole so as not to mix base rock with underlying material. Carefully loosen underlying material with auger so as not to mix individual, distinct layers. Sample each distinct strata encountered to a minimum depth of 4 feet or to auger refusal. Obtain 100 pound samples in sand, silt and clay. Obtain 150 pound samples in predominantly gravel or cobble materials. Sample weight shall not exceed 70 pounds per bag. Addition sample material may be obtained from adjacent roadway cuts where it is similar to the material in the hole. Backfill the hole, compact the backfill, and patch the hole with a minimum of 4 inches of asphalt cold patch.

The drill inspector shall be responsible for the following tasks:

A. Locate underground utilities prior to drilling. Call and coordinate with the required underground utility services and Park Service Maintenance personnel to locate the utilities at each boring and subgrade sample location. Field verify

Exhibit 1.3-A SOW GEOTECHNICAL
(Continued)

utility locations with the utility locator. Identify any impacts utility locations will have on exploration locations and relocate explorations impacted by the underground utilities.

B. Coordinate boring explorations with the drilling and flagging subcontractors. Field review the boring locations prior to beginning the explorations and relocate borings as required. Boring locations will be marked with orange spray paint on the road and lath with blue and red ribbon on the adjacent shoulder. Surveyed station stakes are located at 50 m intervals. Many of the survey stakes are likely to be missing.

C. Record subsurface conditions and obtain samples at each boring exploration. Each boring log will include:

1. Exploration number and approximate station and offset referenced to the preliminary alignment and existing centerline (tape measurements are adequate).

2. A field description of the materials encountered in accordance with the USCS soil classification system. Estimated size range of boulders, if encountered.

3. An estimation of the relative density of the granular materials (very loose to very dense) and the consistency of fine-grained soils (very soft to hard).

4. Notes regarding the reaction of the drill or excavator and other information and observations provided by the operator.

5. Depth to groundwater if encountered. Note depth and extent of seepage.

6. Depths of any changes in material.

7. Boring logs shall include sample depths, SPT blow counts, core run number, depth interval, percent recovery and RQD.

D. Backfill borings. Slope ground to natural contours at borings located outside the pavement. Place at minimum of 100 mm of asphalt patch at the surface of borings located in the pavement. Remove all trash from site and debris from road. Make a reasonable effort to restore the site to its' pre-boring condition.

E. Photograph core in core boxes prior to shipment to Vancouver.

F. Place a 4-foot lath with red and blue flagging at each completed boring and test pit. Mark lath with boring number.

Exhibit 1.3-A SOW GEOTECHNICAL
(Continued)

TASK 2 - DELIVERABLES

A. Weekly progress reports during the explorations that will be delivered to the COTR by the end of the week following the reporting period. Progress reports will include:

1. A completed WFLHD Daily Drill Inspectors Report (copy attached).
2. A diary of daily activities broken down into half-hour increments. The diary shall include all exploration activities, all personnel on project, and drill inspector hours, supplies and other indirect costs.

B. Deliver SPT samples and core samples to the FHWA office in Vancouver, WA.

C. One draft copy of the report for FHWA review.

D. One unbound and three bound copies of the final report, which presents the results of the explorations and includes:

1. A brief description of the field procedure and equipment.
2. Project Maps showing boring locations (provided by FHWA).
3. Boring logs.
4. Core photographs.
5. Laboratory Test Results (provided by FHWA).

SCHEDULE

The target date for beginning the explorations is April 15, 2003. Allow six weeks for FHWA Laboratory Testing. Draft boring logs are due June 21, 2003. Allow two weeks for FHWA review of draft logs. The final report is due July 18, 2003. The final completion date for all work under this Task Order is October 1, 2003.

PAYMENT

Payment will be made on a Firm Fixed Price basis per Article V. CONSIDERATION AND PAYMENT, subparagraph C. in IDIQ Contract No. DTFH70-0x-D-000xx.

Exhibit 1.3-A SOW GEOTECHNICAL
(Continued)

CONTACT

The Contracting Officer's Technical Representative for this Task Order is:

xxxxx, Geotechnical Engineer, (360) 619-xxxx
Federal Highway Administration
610 East Fifth Street
Vancouver, WA 98661

In Mr. xxx's absence, contact Mr. xxxxx, head of the Geotechnical Section, at (360) 619-xxxx.

The following attachments were sent under separate cover:

Plans with Vicinity Map and Boring Locations
Daily Drillers Report Form
FHWA Geotechnical Request for Laboratory Tests form

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Exhibit 1.3-A SOW GEOTECHNICAL
(Continued)

PROPOSED BORINGS		
STATION	**OFFSET meters**	**DEPTH meters**
9+040	4 LT	8
9+120	4 LT	10
9+260	4 LT	8
9+420	4 LT	8
9+660	4 LT	10
9+920	4 LT	10
10+100	4 LT	10
10+640	4 LT	8
10+860	4 LT	8
11+120	4 LT	10
11+200	4 LT	8
11+300	4 LT	8
11+470	4 LT	10
11+550	4 LT	8
12+020	4 LT	8
12+120	4 LT	8
12+260	4 LT	10
12+320	4 LT	10
12+360	4 LT	8
12+430	4 LT	8
12+770	1 LT	10
12+940	4 LT	8
13+200	4 LT	8
14+220	4 LT	8
Subgrade Borings		
8+800	RT Lane	1.2
9+800	RT Lane	1.2
10+800	RT Lane	1.2
11+800	RT Lane	1.2
13+080	RT Lane	1.2
14+020	RT Lane	1.2

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Exhibit 1.3-B SOW SURVEY

Department of Transportation
Federal Highway Administration
Western Federal Lands Highway Division

A/E Consulting Engineering Services
Contract No. DTFH 70-0x-D-000xx

Firm: XXXXXX
Task Order No. 0x-xxxxx

February 16, 2005

Exhibit 1.3-B SOW SURVEY
(Continued)

SCOPE OF WORK (SOW)
Task Order No.0x-xxxxx

I) **INTRODUCTION**

This Scope of Work (SOW) is for the performance of mapping services using LiDAR for the xxxxx Road project area located in southeast Alaska, southeast of the City of xxxx. Specifically, the service will involve the acquisition of high resolution LiDAR and Color Orthophotography of the project area that is shown on the attached map. The LiDAR work shall be performed using a helicopter.

Survey control sufficient to control the LiDAR mission, to produce Rectified, Geo-referenced, Color Orthophotography, and collection of color aerial photography film for subsequent aerial mapping mission shall be a part of this task order.

The work shall be performed by xxxxx or its approved designated representative. The Consultant's work shall be performed and/or directed by the key personnel identified in the Consultant's proposal. Any changes in the indicated key personnel or the Consultant's officer-in-charge of the work, as identified in the Consultant's proposal, shall be subject to review and approval by WFLHD.

II) **LOCATION**

The project begins at the southwest corner of Section xx, TxxS, RxxE, xxxxx Meridian. The project then follows existing roadways in an easterly direction to a point in the NE Quarter, Section xx, TxxS, RxxE. The project then follows the east bank of the North Fork of the xxxxx River in a northerly direction to the center of Section xx, TxxS, RxxE. The project then heads north to the center of Section xx, TxxS, RxxE. The project then follows the xxxxx River in a northeasterly direction to xxxxxxx. Survey coverage for LiDAR and Orthophotography shall be for the area highlighted on the attached map.

III) **WORK REQUIRED**

A) The proposed work will consist of performing a helicopter airborne LiDAR survey and Color Orthophotography for the project area.

B) The work to be performed by the Firm includes the following:

1) Provide Project Management. Plan the project to determine the complexity of the work, the method or technical approach, and the required staffing and equipment.

2) Place sufficient permanent control monuments to control the LiDAR mission and facilitate the establishment of additional control for subsequent survey work. Wherever practical, the Firm shall use existing HARN or CORS control monuments.

Exhibit 1.3-B SOW SURVEY
(Continued)

3) The horizontal coordinates shall be presented as xxxx State Plane Coordinate System, Zone x, NAD xxx/xx in English units (US Survey foot).

4) The vertical datum shall be the North American Vertical Datum of 1988 and may be derived from GPS observations and orthometric heights modeled using Geoid 99.

5) Control points shall be set to second order, Class II survey standards (Project Development Design Manual, chapter 5). The monuments shall remain stable both horizontally and vertically for at least 6 years. Stamp all monuments with control point number.

6) The post-processed accuracy of the points derived from the high resolution LiDAR data shall be:
   a) Vertically accurate to 0.5 foot at a 90% confidence interval
   b) Horizontally accurate at better than $1/3000^{th}$ the flying height at the same 90% confidence interval.
   This accuracy is defined and derived from checks of complete data sets on flat open surfaces. This level of accuracy has not been stated for areas of dense vegetation or sudden breaks. Any gridding or interpolation of the raw data will naturally diminish the accuracy of the terrain representation.

7) Using the high resolution LiDAR data to produce a GeoPak Digital Terrain Model (TIN file). The data will be "Bald Earth" at an approximate 3-foot interval where the data penetrated the tree and vegetation canopy. LiDAR mapping flightline coverage will have a 50% side lap (100% double coverage).

8) Provide 3 days of ground field surveys to Q/C the LiDAR data on hard surfaces (gravel bars, bedrock, etc.) using Static or RTK GPS methods.

9) **The Firm shall notify the COTR of apparent errors and omissions discovered in the data supplied**.

IV) DELIVERABLES

A) Provide a report of the survey describing methodology, involvement by subcontractors, and results achieved.

B) LiDAR data shall be provided in ASCII format on DVD, uncompressed and having a maximum file size of 100 megs. ASCII files shall be comma delineated showing point number, northing, easting, elevation, and feature code. All LiDAR points shall be identified with a feature code of 320.

C) LiDAR "Bare Earth" GeoPak TIN files shall also be provided on DVD, uncompressed, and having a maximum file size of 100 megs.

Exhibit 1.3-B SOW SURVEY
(Continued)

D) LiDAR shaded relief Geo-referenced TIFF files of "All Points" and " Bald Earth" points with 3-foot pixel.

E) Digital Color Orthophoto Mosaic having a pixel size of one foot and shall be Geo-referenced and scaled to within two feet of the points collected with LiDAR. The file types shall be Geo-reference TIFF and MrSID formats. Data shall be delivered on DVD, TIFF files will be uncompressed, and having a maximum file size of 100 megs. MrSID file will be a single file. One set of hard copy prints shall also be provided.

F) The Color Orthophotography shall be flown at 9,600 feet above the average ground elevation and with a photo scale of 1 inch = 1,600 feet (1:19,200).

G) An estimated twelve digital color oblique photographs with coverage of including the following areas:
   1) Upstream along the North Fork xxxxx River drainage beginning at the tidal flat and ending at the south end of the proposed tunnel location.
   2) Upstream along the xxxx River drainage beginning at xxxxxxx and ending at the north end of the proposed tunnel location.
   3) Single oblique photo from the west showing the proposed ferry terminal location.
   4) Single oblique photo from the northeast showing the powerhouse, landing strip, and east side of the rock point on which the proposed ferry terminal will be located.

V) WFLHD FURNISHED DATA

A) The WFLHD will furnish the Firm the following at the time the contract is signed:

1) MicroStation DGN with a referenced quad map with mapping area shown.

VI) WORK PERFORMANCE SPECIFICATIONS, QUALITY STANDARDS, AND REPORTING REQUIREMENTS.

A) The work shall be done in a professional manner. All work shall be neat, well organized, and compliant with the requirements of this task order.

B) The Firm shall exercise proper safety precautions.

C) All surveying instruments shall be properly adjusted and calibrated throughout the duration of the work.

D) The Firm shall furnish all materials required for the survey.

E) All files shall be named with the first four characters brad. The remaining characters shall be descriptive of the file but may not exceed 10 characters left of the extension.

Exhibit 1.3-B SOW SURVEY
(Continued)

VII) CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE

The WFLHD COTR for this Task Order is xxxxx, Survey and Mapping Coordinator, phone (360) 619-xxxx.

VIII) PERIOD OF PERFORMANCE

A) LiDAR data shall be delivered by August 1, 2003

B) Orthophotography shall be delivered by October 3, 2003.

IX) **PAYMENT**

Payment will be made on a Firm Fixed Price (FFP) basis in accordance with ARTICLE V, CONSIDERATION AND PAYMENT, covered under Contract No. DTFH 70-0x-D-000xx.

1.4 INDEPENDENT GOVERNMENT ESTIMATE

The Independent Government Estimate (IGE) is the anchor document that establishes the format and content of the A/E consultant's Price Proposal. The IGE defines the hours and effort that the Government estimates the SOW will require. The IGE also establishes the format of the schedule that the Government will send to the contractor as part of the RFP.

1.4.1 Format

To create the IGE, utilize an Excel spreadsheet that contains a vertical (y) axis listing the separate efforts/tasks and deliverables, and a horizontal (x) axis listing the disciplines needed to successfully accomplish the tasks. (See Exhibit 1.4-A.) The point where the x-axis meets the y-axis indicates the anticipated number of hours necessary for each discipline to complete the particular item. A summary of the total number of labor hours and labor costs falls at the end of the hours and disciplines section. This summary allows the Government to establish the number of person-hours being outsourced for the work and the costs of those hours after negotiating the amounts.

Other areas of the spreadsheet usually contain estimates of costs such as travel, special equipment and copying. Listing the different types of estimates in separate sections makes it much easier to conduct negotiations after receipt of the A/E firm's proposal.

1.4.2 RFP Schedule

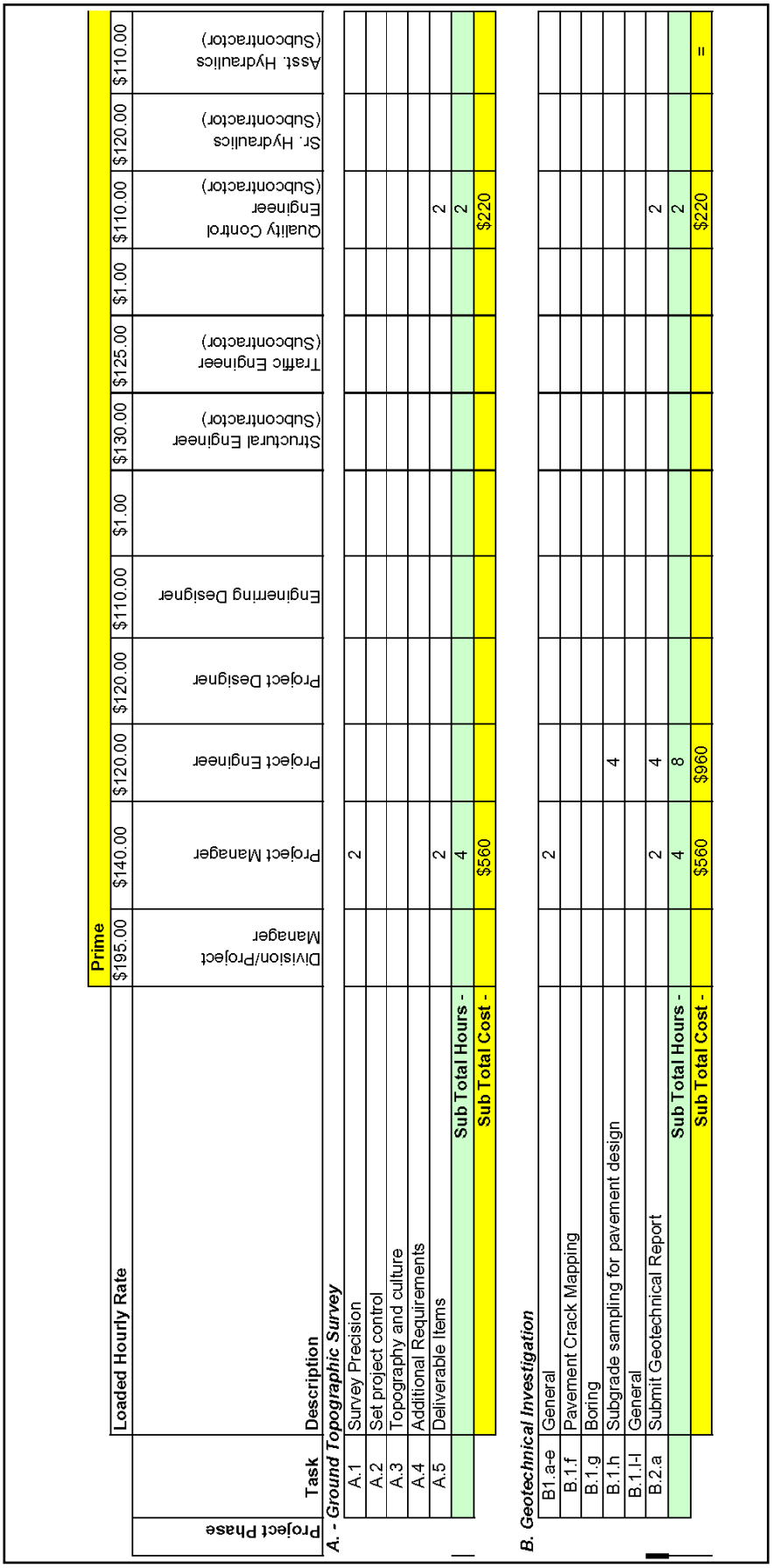
Before sending the spreadsheet used to create the IGE to the A/E firm for use in formatting its proposal, remove the Government's estimated hours and costs. By providing the A/E with this document, the Government establishes a common point for the contractor to begin creating its proposal. Although the contractor may add additional items such as disciplines or tasks, the Government still knows the point at which the contractor started. This helps Government personnel in evaluating the contractor's proposal and establishing a reasonable objective for negotiations. It also helps in the event of modifications during the administration of the task order. After completing negotiations, adjust the spreadsheet to reflect the negotiated effort and costs.

1.4.3 Forms and Templates

To view or download the templates, use the links below:

- Full Scope IGE.
- Major EIS.

Exhibit 1.4-A FULL SCOPE IGE



Project Phase	Task	Description	Loaded Hourly Rate	Prime										
				$195.00	$140.00	$120.00	$120.00	$110.00	$1.00	$130.00	$125.00	$1.00	$110.00	$120.00	$110.00
				Division/Project Manager	Project Manager	Project Engineer	Project Designer	Engineering Designer		Structural Engineer (Subcontractor)	Traffic Engineer (Subcontractor)		Quality Control Engineer (Subcontractor)	Sr. Hydraulics (Subcontractor)	Asst. Hydraulics (Subcontractor)
A. - Ground Topographic Survey															
	A.1	Survey Precision			2										
	A.2	Set project control													
	A.3	Topography and culture													
	A.4	Additional Requirements													
	A.5	Deliverable Items			2								2		
			Sub Total Hours -		4								2		
			Sub Total Cost -		$560								$220		
B. Geotechnical Investigation															
	B1.a-e	General			2										
	B.1.f	Pavement Crack Mapping													
	B.1.g	Boring													
	B.1.h	Subgrade sampling for pavement design					4								
	B.1.l-l	General													
	B.2.a	Submit Geotechnical Report			2	4							2		
			Sub Total Hours -		4	8							2		
			Sub Total Cost -		$560	$960							$220		=

1.5 FUNDING DOCUMENTS

1.5.1 Forms and Templates

To view or download the form, use the link below:

- Procurement Request Form.

1.6 REQUEST FOR PROPOSALS

The Government uses RFPs in negotiated acquisitions to solicit proposals and to communicate Government requirements to prospective contractors. The RFP should include the following items:

- Contract and task order number.
- Type of task order contemplated (for example, FFP or CPFF).
- SOW with the project description and location.
- Information that the Government requires of the offeror (for example, identifying subconsultants and travel cost, or other special requirements).
- Request that the firm provide a price/fee proposal for the SOW.
- Proposal due date.
- Requirement that an authorized individual of the firm sign the proposal.

The requestor or the COTR for the project provides the Acquisition Team with the name of the proposed firm, the SOW, the IGE, a Procurement Request (PR) funded for the amount of the IGE and a Letter of Approval and/or Authorization serving as the obligating document. The IGE and PR shall be marked “For Official Use Only.”

A Division Acquisition Team CO issues the cover letter and RFP to the firm based on the terms and conditions of the contract. (See Exhibit 1.6-A.) The cover letter includes the name of the project, the proposal due date and the COTR’s contact information for questions relating to the work. The CO officially designates the COTR in writing and provides a copy of the designation to the firm along with the RFP.

When the Acquisition Team receives the firm’s proposal, the CO provides it to the COTR for pre-negotiation efforts based on Division practices and procedures.

Exhibit 1.6-A LETTER FOR ENVIRONMENTAL SOW

WESTERN FEDERAL LANDS HIGHWAY DIVISION
610 EAST FIFTH STREET
VANCOUVER, WA 98661-3801

U.S. Department
of Transportation

Federal Highway
Administration

November 13, 2003

In Reply Refer to:
xxxxxxrfp

Mr. xxxxxxxxxxxxx, PE, President
Firm Name and Address

Dear Mr. xxxxxxxx:

Request for Proposal
Task Order No. 0X-XXXX
IDIQ Contract No. DTFH70-0X-D-000XX
Project Name

Enclosed is an electronic copy of our Statement of Work (SOW) designated to become Task Order No. 0X-XXXXX under your IDIQ Contract No. DTFH70-0X-D-000XX. This task order is for geotechnical investigations, hydraulic analysis, and environmental clearances, per the enclosed SOW.

Please review the enclosed SOW and prepare a fee proposal based on a **Firm-Fixed-Price** basis, per the contract requirements. Please use the blank spreadsheet enclosed for your fee proposal; this will allow us to quickly and accurately compare your proposal to our government estimate. Work on this task order shall be completed no later than February 15, 2004.

I will be contacting you to schedule negotiations for this task order after we have received and reviewed your fee proposal.

The COTR for this task order is XXXXXXX, Environmental Protection Specialist. Mr. XXXXX can be reached by phone at (360) 619-XXXX.

Should you have any questions, please call me at (360) 619-XXXX, or e-mail <XXX@wfl.fha.dot.gov>.

Sincerely yours,

/s/
XXXXXXX
A/E Contracts Coordinator

Enclosure:
SOW

cc w/enclosure:
XXXXXX (e-mail routing)

1.7 ASSIGNMENT OF COTR

For each task order, the CO formally assigns or designates a COTR, delegating authority to the COTR to administer specific aspects of the task order. As part of the COTR's role in task order administration, the COTR monitors and ensures compliance with the task order terms and conditions.

After successful task order negotiation, the CO approves and signs the Negotiation Memorandum. The CO then formally assigns a COTR for the task order, following the steps outlined below:

- The prospective COTR signs and returns the original of a certification from the CO stating that the required COTR training is complete. This training includes the following:
  - Completing a 24-hour COTR course sponsored by Federal Highway Administration.
  - Completing a 4-hour COTR refresher course once per year.

  For additional information on Department of Transportation COTR training standards, go to http://www.dot.gov/ost/m60/workforce/transtand.htm.
- The CO assigns the COTR. The CO gives the COTR the original COTR Appointment Memorandum, including a COTR Ethics Responsibility Memorandum and a COTR's Statement of Responsibilities. The COTR's Statement of Responsibilities should be unique and specific to the individual task order.
- The CO provides a copy of the COTR's Statement of Responsibilities, along with the task order award documents, to the A/E consultant.
- The CO may also designate a backup/alternate COTR for the task order to serve in the event the primary COTR is absent or unavailable to fulfill the COTR responsibilities.
- If, during the performance of the task order, the CO needs to replace the COTR, the CO must issue a formal Notice of Termination letter to the departing COTR and to the A/E contractor. The CO would then assign a new COTR using the steps outlined.

1.7.1 Forms and Templates

To view or download the templates, use the links below:

- COTR Ethics Responsibility Memorandum.
- COTR's Statement of Responsibilities.
- COTR Replacement Letter to A/E.